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Papers returning from the Secretary or the Under or the Assistant Secretary will pass to the section through the Superintendent. From the notes written by those officers, and their modifications of the drafts put up by the clerks, the Superintendent will know what each clerk is capable of, what help and guidance he requires and where he is liable to fail and must therefore be watched.

314. *Duty of Section Superintendent*.—The Superintendent of a section is responsible for the efficient and expeditious despatch of work in his section. To enforce this he should thoroughly examine the personal registers once a week on a specified day of the week. He should check the Call Book, Reminder Diary and Register of Periodicals at reasonable intervals, say, once a week. He should initial the registers in token of his check. The check should not be merely nominal. The Superintendent should not only see that the entries in the registers are correctly and punctually made but also take immediate action on delayed and urgent cases. He should ask his clerks to produce such papers and give them practical help to put them up quickly or should himself take over and deal with them. It is his duty to ensure that no delay occurs which could with diligence be avoided and that no paper is shelved by clerks. For this purpose he should, besides the weekly check of registers, inspect frequently the papers pending with each clerk.

APPENDIX XIII.

[Vide answer to unstarred question No. 250 asked by Sri V. Balakrishnan at the meeting of the Legislative Assembly held on 29th July 1953, page 1666 supra.]

	Pudukkottai division.		
	Alangudi taluk.	*Tirumayam taluk.*	*Kulathur taluk.*
	RS.	RS.	RS.
(*a*) Expenditure incurred by the Government for digging of drinking water well since 3rd March 1948.	78,662	97,652	46,374
(*b*) Amount granted as takkavi loans since 3rd March 1948.	4,33,200	6,47,990	2,60,760
(*c*) Amount granted as loans for purchase of plough bulls since 3rd March 1948.	2,61,500	3,76,210	2,56,790
(*d*) Amount spent on famine relief works since 3rd March 1948 and the details of such expenditure.	No amount was spent on famine relief works in any of the taluks since 3rd March 1948 and no famine relief works were executed in the Pudukkottai division.		

(*e*) Amount spent on minor irrigation works since 3rd March 1948 and when, where and how spent—

	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
1949–50 ..	1,958	4	0	5,217	0	0	..		
1950–51 ..	66,470	0	0	52,166	14	0	27,100	0	0
1951–52 ..	1,01,098	0	0	1,01,179	0	0	80,267	0	0
1952–53 ..	1,54,615	0	0	1,65,287	0	0	67,517	0	0
1953–54 ..	..			9,099	0	0	2,400	0	0 *
Total ..	3,24,141	4	0	3,32,948	14	0	1,77,284	0	0

* Flood repairs.

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(*f*) Amount spent on gruel centres since 3rd March 1948 and when and where such gruel centres were opened.	One gruel centre was opened at Tiruvappur, Pudukkottai town to run for one month from 11th April 1953. An allotment of Rs. 1,125 has been sanctioned. The centre was ordered to be run for a further period of one month.
(*g*) The number of famine relief works executed through contractors and by departments directly.	The number of minor irrigation works considered to have been taken under relief works and entrusted to contractors is as given below :— Alangudi taluk—36. Tirumayam taluk—Nil. Kulathur taluk—24. No relief works were executed departmentally.

APPENDIX XIV.

[Vide answer to unstarred question No. 252 asked by Sri G. Sivasankara Reddi at the meeting of the Legislative Assembly held on 29th July 1953, page 1667 supra.]

Statement.

	Ministers.	*Travelling allowance including cost of railway requisitions.*	*Daily allowance, mileage, etc*
	(1)	(2)	(3)
		RS.	RS.
1	Chief Minsiter	1,508	651
2	Minister (Finance)	2,510	2,197
3	Minister (Revenue)	1,289	2,567
4	Minister (Health)	1,338	2,195
5	Minister (Religious Endowment)	1,277	2,073
6	Minister (Public Works)	1,773	4,750
7	Minister (Rural Welfare)	1,726	2,766
8	Minister (Education)	3,869	3,728
9	Minister (Prohibition)	1,306	1,924
10	Minister (Industries and Labour)	1,660	1,526
11	Minister (Agriculture)	1,946	3,113
12	Minister (Local Administration)	1,592	2,690
13	Minister (Law)	885	1,131
14	Minister (Accommodation)	..	1,293
15	Minister (Co-operation)	1,555	3 903
	Speaker	589	..
	Temporary Speaker	132	25
	Total	24,954	36,538